



To: All Interested Parties

From: Robert A. Tardif, P.E., Administrator
Subsurface Systems Bureau

Date: January 27, 2010

Re: Designer and Installer Continuing Education Seminars

Pursuant to RSA 485-A:35 & 36, permitted designers and installers are required to complete three hours of DES approved continuing education annually effective January 1, 2009. Subsurface Systems Bureau staff currently conducts educational seminars throughout the state that provide continuing education credits.

DES Subsurface Bureau will now accept proposals from interested parties outside of DES to present seminars to provide permitted designers and installers the required continuing education credit hours. All proposals must be pre-approved by the Bureau. Interested parties may submit detailed seminar/course outlines to the Bureau for review and consideration. Please submit outlines at least 2 months prior to the scheduled date of the seminar/course. Eligibility and credits awarded will be determined following a review of the submitted outline. Please be advised that additional presentation content may be required.

Attendance certificates indicating date, location and credits awarded must be provided to attendees. A registration list must also be provided to the Bureau following the presentation. That list must include the name and permit number of each attendee.

Please send course outline to:
NH Department of Environmental Services
Subsurface Bureau
PO Box 95
Concord, NH 03302-0095

Please contact Rob Tardif at (603) 271-2904 for additional information.